STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Technical Analyst   **Class Code: 10238**

A. Purpose:

Conducts research and leads projects involving data processing or information technology to ensure effective solutions to technology issues.

B. Distinguishing Feature:

The Technical Analyst provides management, planning, and problem solving support within the Bureau of Information and Telecommunications.
The Management Analyst collects and organizes data for management to consider in policy formulation, program planning, and for operational and administrative purposes.

C. Functions:
(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Plans and directs task force or committee projects to ensure their effective completion.
    a. Develops objectives and problem solving frameworks.
    b. Summarizes issues and develops solutions.
    c. Coordinates assignments among team members.

2. Conducts technical research and analysis to provide solutions and recommendations for technology-related projects or issues.
    a. Researches assigned topics or potential projects involving data processing or information systems.
    b. Drafts reports, responses, and policies.

3. Represents the agency at meetings, classes, planning, or problem-solving sessions to provide technical expertise.
    a. Assists other division with planning and problem-solving topics.
    b. Meets with consultants or client agency representatives.
    c. Teaches management basics classes to BIT interns.

4. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Division Director. Does not supervise.

E. Challenges and Problems:

Challenged to locate, absorb, and synthesize technical materials in order to produce a logical and understandable report; and to summarize issues and develop solutions or approaches for resolving them.

F. Decision-making Authority:

Decisions made include meeting times and agendas, task assignments and reviews, equipment/software recommendations, information sources and resources, and report style, content, and conclusions.

Decisions referred include project scope issues, departmental policy, final report distribution and implementation.

G. Contact with Others:

Weekly contact with agency or Bureau of Information and Telecommunications staff; monthly contact with consultants and service providers.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:
- computer science; and
- information technology.

Ability to:
- manage projects,
- communicate effectively,
- analyze information: and
- make recommendations.